

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Human Resources Specialist, Senior

Date: 1995

Purpose of Job

The purpose of this job is to perform technical and paraprofessional personnel functions for the Human Resources group within an assigned department. Duties include, but are not limited to: providing assistance and information to employees and to the general public; processing personnel transactions and employment requests; generating and typing forms and reports; entering data into a computer; and maintaining files.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Work Delegation:

Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, scheduling, counseling, disciplining and completing employee performance appraisals.

Substitutes for supervisor and/or co-workers in temporary absence of same.

Reviews work of subordinates, requests, coordinates, and assigns or reassigns work and employees within the Personnel Unit.

Analyzes workload and available staff to make necessary adjustments and resource allocations to meet deadlines;

Monitors, reviews, and identifies the effectiveness, or usefulness, of existing procedures to determine the need for modification or deletion through observation and employee feedback.

Defines major problems for the division's subject/functional areas of expertise.

Administrative Duties:

Prepares various types of reports such as safety and training reports, performance appraisal reports, statistical reports in regard to recruitment, interviews, hires, and transfers.

Follows up on problem resolution; instructs subordinates on any changes or new procedures.

Writes, or assists in writing and revising, procedures and work products.

Completes, or ensures the completions of, all required reports and paperwork.

Monitors the filing and maintenance of employee personnel records and employee medical files.

Monitors employee database to ensure that emergency information is kept current and available; may serve as Employee Assistance Program liaison.

Prepares information for EEOC cases submitted to the department for responses upon requests by supervisors.

Processes employee evaluations on employees assigned to the Personnel Unit.

Receives, logs and processes new hires, employee performance appraisal forms, promotions, demotions and separations.

Assists in the interview process.

Attends meetings, seminars, and training sessions as required to remain knowledgeable of departmental operations, to promote improved job performance.

Communication:

Conducts meetings in area of support.

Maintains constant communication with main personnel office.

Communicates with city coordinator for evaluations; solves any discrepancies noted by that office on any Fire Department evaluations.

Meets with supervisors to resolve requests made by employees when low ratings are issued and forwards to the main coordinator in city personnel of the evaluations process.

Generates correspondence regarding payroll discrepancies.

Reviews, rejects or accepts employee performance appraisal forms; generates letters to supervisors concerning the performance appraisal process.

Planning and Organizing:

Monitors the processing of all paperwork involving personnel administration leave with pay, absence without pay, maternity leaves, suspensions, demotions, and promotions.

Organizes, expedites, and directs work of Fire Personnel staff.

Plans, organizes, assigns, reviews, and controls work production.

Productivity and Accountability:

Operates computer to generate reports and input information.

Reviews the input of information entered into computer by staff.

Monitors and reviews all computerized programs related to personnel.

Prepares programs to be placed on computer by computer operators.

Maintains compute records on evaluations reports for future record purposes.

Maintains records and files of reports, documents, forms, etc.

Marginal Job Functions

Performs other related duties as required.

Knowledge of Job

Has considerable knowledge of human resource management and personnel practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to supervise and to monitor performance of subordinates against measured established goals. Ability to supervise operations and objectives for the expediency and effectiveness of specific duties of the department. Is able to implement long-term goals for the department in order to promote effectiveness and efficiency. Has knowledge of applicable policies, standards, and regulations pertaining to the specific duties and responsibilities of the job. Ability to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. Is able to effectively communicate and interact with management, employees, and members of the general public. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, administrative, human relations, and technical skills. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Is knowledgeable and skilled in the use of computers. Is able to read, understand, and interpret personnel and administrative reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Business/Public Administration or related field required; four years of paraprofessional human resources experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and/or Office Equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional, or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical, and administrative documentation, directions, instructions, methods, and procedures. May require the ability to produce reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.